

U. S. NAVAL FORCES JAPAN MLC/IHA VACANCY ANNOUNCEMENT

Position Title: EDP Specialist, MLC #373, BWT 1-3/4/5
Announcement No: A-03-122
Employment Type: Permanent Full-Time position
Base Pay: BWT-1-3: 164,600 yen per month or above (LAD: 2)
BWT-1-4: 185,600 yen per month or above (LAD: 2)
BWT-1-5: 212,500 yen per month or above (LAD: 3)
Location: Supply / Comptroller Department, NAF Atsugi
Work Schedule: 40 HRS/WK (Mon - Fri / 0745-1630)
Open: 10/07/03
Cut Off: 1st Cut Off: 10/14/03 (Close every Tuesday after 1st Cut Off Date)
Close Date: Open until filled
Area Of Consideration: Off-Base Applicants
*Selection may be made at a lower grade depending on the applicant's qualifications.

MAJOR DUTIES: Serves as the first line contact with network users and the ITC Division. Receives, evaluates and analyzes user problems, provides advice to users for appropriate action. When required, visits the user site and resolve problem by applying established troubleshooting procedures. Maintains job control data to document problem and resolution methods taken. Refers problems beyond the employee's capability to the higher-level technicians (normally MLC1-6 or higher). Employee is expected to resolve problems that can be handled by application and adaptation of established troubleshooting procedures and knowledge provided by the on-the-job training and former experience. Problems encountered are those of routine nature and/or normally those encountered by the office in the past for which standard resolution procedures are established. Conducts and/or assist in providing formal and informal user training on software programs such as MS-Word, Access, Excel, PowerPoint and other office use software. Provides technical assistance and backup support on LAN systems. Provides advice and guidance in terms of system capabilities and general operating matters. Assists in maintenance, monitor, and control of network user accounts and system preventive maintenance by following established procedures and schedule. Assists in installation, configuration, troubleshooting, and maintenance of customer hardware, software, peripheral equipment and network problems. Under the defined schedules and plans set by higher authority, assists in system installation, upgrade, and maintenance project as a project team member. Performs other related other related duties as assigned.

QUALIFICATION REQUIREMENTS:

BWT-1-3: At least one year of work experience in any field of work
BWT 1-4: 1) Completion of 4 year college/university with bachelor degree in any subject, or,
2) At least one year of work experience at the next lower grade (1-3) level in the related field.
BWT 1-5: 1) Completion of graduate school with master degree in any field, or
2) At least one year of work experience at the next lower grade (1-4) level in the related duties.

OTHER WORK CONDITIONS:

English fluency in writing, reading, and speaking. Vehicle Driver's license is desired.
Knowledge/skills/experience in computer are essential.

INSTRUCTIONS FOR APPLICANTS:

- Non-Japanese applicants: Only those who possess permanent residency visas are eligible. Please attach a copy of alien registration certificate to your application.
- Former US Military Retirees: Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel to be considered. Please attach approval letter and DD Form 214 to your application.
- SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment

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HOW TO APPLY: Send us English MLC/IHA APPLICATION FORM (HRO ATSUGI FORM FEB 02) or resume with equitable information to HRO Atsugi SO by COB of the Cut Off/Closing date of the announcement. To be considered for selection, resume must include at least the following information: Full name, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled. **Applications and attachments will not be retrieved for duplication or for return.** All applicants must meet eligibility requirements by respective closing date. Ineligible applicants will not be referred for consideration.

U. S. Naval Air Facility, Atsugi (Box 12)
Human Resources Office
Ayase-shi, Kanagawa-ken
〒252-1101

NOTE:

- 1) Make sure you annotate “**Announcement No (A-03-122)**” to your resume.
- 2) All applicants must meet eligibility requirements respective closing date. Ineligible applicants will not be referred.